

SECTION V:
THE USE OF CBIS
FOR
STATE-OWNED PROJECTS

PREFACE FOR STATE-OWNED PROJECTS

How to Enter the CBIS System

To begin the budget request process, use the Internet to log onto CBIS at <https://cbis.dbm.state.md.us>. Alternatively, you could visit the DBM web site at, www.dbm.maryland.gov, click “Budget,” click “Capital Budget,” and on the right side of the screen in the CBIS block, click “Login.” A “LOGIN” Screen will appear. If you do not have a user name and password, call the Annapolis “Help Desk” at 410-260-7778 to register and secure them. Enter your “Username” and “Password” in the appropriate fields. Click “LOGIN” and the CBIS “Home Page” will appear. It will show a list of “Current Requests,” which lists all the projects/programs requested and recommended for your State Agency in the current capital improvement program.

How to Enter a Project/Program in CBIS

If the project/program that you want to edit is **already in CBIS**, it will be listed under its formal “Request Title” on the CBIS “Home Page.” If you have many projects/programs, they might be listed on more than one page. Click on the page numbers at the bottom right of the screen until you find the page with the project/program of concern. Click on the “Request Title” for that project/program and the “Main Information” View Screen will appear.

If the project/program has **never been entered** in CBIS, click “Create a New Request” on the light yellow tool bar on the CBIS “Home Page.” CBIS will direct you to a “New Request” Screen. For a State-Owned Project, click on “New Project” under “Request Type” and “State-Owned” under “Ownership.” Click “Save” and CBIS will take you to the “Main Information” Input Screen. You must enter information in the “Title,” “Agency,” “Legislative District,” and “Subdivision” fields, otherwise a “warning prompt” will occur when you click “Save.” After the Screen has been successfully saved, a “Main Information” View Screen will appear. It will show the information that you have just entered.

Regardless of which of the two ways you have chosen to enter a project/program in CBIS, you can now select any menu option on the dark yellow tool bar by clicking on the desired option. A View Screen or Input Screen for that option will then appear. For directions about entering data/information in the fields shown on the chosen screen, refer to the relevant screen shots in this section. Titles at the top of the pages will identify the particular menu or sub-menu that are being discussed on each page.

How to Navigate Through the CBIS Screens

Various Menus will appear in the dark yellow tool bar at the top of the “Main Information” View Screen; each of the Menus defines a different category of information.

Some of these Menus are used for the preparation of a submission for a State-Owned Project. They are: Home, Main, CEW, Schedule, Cost and Funds, Details, Tax Survey, and Operating Imp. Four of these Screens, Schedule, Cost and Funds, Details, and Operating Impact have “Sub-Menus” which appear on a light yellow tool bar immediately beneath the dark yellow tool bar. In order to enter information in a particular Sub-Menu, it is important to remember that you must click on the relevant “Menu” on the dark yellow tool bar first, then the particular “Sub-Menu” of interest on the light yellow

tool bar. For example, to enter “Cost and Funds” for “Last Year,” click the “Cost and Funds” Menu on the dark yellow tool bar first, then click the “Last Year’s CIP” Sub-Menu on the light yellow tool bar.

The menu item, “Submit,” is discussed in more detail below.

How to Print a Copy of Your Request

There are two ways to print a copy of your request.

1. When you have completed filling in the required forms, click the blue “Submit” button that appears on the dark yellow tool bar. CBIS will display a “Submit Page” View Screen. On this screen, there is a “Print Request” option and a “Submit Request” option. Click “Print Request” and a facsimile of the request forms will appear in an Adobe file that can be printed for review or saved in a file.
2. Alternatively, you may print a copy of the request at any time during its preparation by clicking “View Reports,” the third option on the light yellow tool bar on the CBIS Home Screen. CBIS will display a “Select Report Category”; click “Capital Budget Worksheets.” For State-Owned Projects, select the name of your agency from the drop down menu beside “Request.” Depending upon your selection, CBIS will present you with additional drop down menus for “Sub-Agency” and “Request.”

Beneath the fields in which you just entered information, you will see a variety of print options, each with a small box. Click the first box, “Agency Worksheet for Requested Capital Projects.”

Scroll to the bottom of the page and click “Generate Reports.” A window will open showing the output file in an Adobe format. Using the tool bars at the top of the Adobe output view screen, you can print or save your selection.

If you want an output format other than Adobe for an individual project, click “Select Output Format.” A drop-down menu will appear, allowing you to select PDF (Adobe), Excel, or MS Word as alternative output formats. Click “Generate Reports” and a second window will appear showing the output file in the format selected.

How to Submit the CBIS Forms to DBM

To begin the submit process, click the blue “Submit” option that always appears on the dark yellow tool bar, except when you are in the CBIS “Home Page.” The “Submit Page” will appear. It is recommended that you print and review a copy of the forms before their submission. To do so, click “Print Request.” An Adobe window will appear which has save/print options on the tool bar at the top of window.

After printing and reviewing the request forms for accuracy, return to the “Submit Page” and click “Submit Request.”

If your CBIS Login identifies you as an Agency User, clicking “Submit Request” will forward the Request to your Agency Budget Officer. After submitting the budget request, the Agency User can

only view, not change, the submission. If changes are required, the Agency Budget Officer may edit the material before submitting it to the Office of Capital Budgeting. Alternatively, the Agency Budget Officer might choose to return the submission to the Agency User for changes. To do so, the Manager should click on the “Main Information” View Screen. Click “Edit” and the “Main Information” Input Screen will appear. Click “Request Status” and select “Unsubmit” from the drop-down menu.

If your CBIS Login identifies you as an Agency Manager, clicking “Submit Request” will forward the Request to your DBM Capital Budget Analyst in the Office of Capital Budgeting (OCB). After OCB receives the request, the Agency Manager can only view, not change, the submission. If changes are required, the OCB Capital Budget Analyst must be contacted in order for the submission to be returned to the agency. The OCB Capital Budget Analyst may also elect to return the submission to the Agency Manager if the submission is deemed to be inaccurate, incoherent, or incomplete.

NOTE: Screen shots displayed in this manual will show more menu options than are available for agency users and agency managers. These menu options will not appear on the actual screens of agency users and agency managers. They are for the exclusive use of OCB capital budget analysts and CBIS administrators.

State-Owned Project Main Information Screen

Title New Forensic Medical Center

Description Construct a 72,530 GSF 44,567 NSF New Forensic Medical Center in Baltimore City. The Center will consist of four programmatic elements, an administrative component, which will be used for offices, classrooms, and conferences, a Main Autopsy component, which will be used to perform standard autopsies, a Special Autopsy component, which will be used for autopsies on decomposed or contaminated bodies, and a lab component, which will provide laboratory services. The Center will replace the existing Office of the Chief Medical Examiner located at 111 Penn Street in Baltimore City. This facility has various problems, including too few autopsy tables, insufficient storage space for medical records and tissue samples, inadequate refrigeration for bodies, an inadequate HVAC system, and water seepage in the basement. The new building will provide additional space to increase the number of autopsy tables and accommodate additional medical examiners. Given the current limits on space, the annual number of autopsies per examiner has exceeded the standard of the National Association of Medical Examiners in the last five years. This situation puts the reaccreditation of the Office of the Chief Medical Examiner at risk. The FY 2006 budget includes funds for preliminary design.

Budget Request Type State Owned

Agency Department of Health and Mental Hygiene **Sub-Agency** Office of the Chief Medical Examiner

Institution **Facility**

Legislative District 99 - Statewide **Subdivision** Baltimore City

Budget Code **Governor's Priority** Public Safety and Safer Neighborhoods

Contact Info. Betty Barnard
Baltimore, MD 21202
Phone # 410 767-6915

Is this a Neighborhood Revitalization Project? No

Is this project part of a DBM approved facilities Master Plan? No

What MFR goals relate to this project? To provide the State's Attorney with autopsy reports on all medical examiner cases where further investigation is deemed advisable.

Click "Edit" on the "Main Information" Data View Screen shown above.
An Input Screen will appear with fields to enter the required "Main Information."

Title	The name of the facility will appear as you entered it when the project was first entered into CBIS.
Description	This section should provide a description of the project. The first sentence should start with a verb such as construct, renovate, or convert. Include the NSF and GSF from the approved program , which should also be the same as the NSF and GSF that is used in the CEW. Next, include what the project is, and where the project is located. Cite any significant secondary purpose (e. g. renovate an existing building as part of a project to construct an addition to the building). If there are phases to the project, indicate the number of phases and describe each of them. Finally, be sure to include a generalized statement of the rationale, which will provide the justification for the project and which you need to expand upon in the Supporting Comments section of this submission.
White Book Name	This field is hidden in the Data View Screen, but appears on the Input Screen. If this facility has received prior funding, enter the name that appears in the DBM publication, "Capital Improvements Authorized by the General Assembly," frequently referred to as the "White Book." If this is a new project, leave this item blank.

State-Owned Project Main Information Screen (Continued)

Budget Request Type	This field will be populated by CBIS indicating the type of budget request (i.e. State Owned or Non-State Owned.) This field is shown on the View Screen only.
Request Status	<p>This field indicates the status of the budget request and is shown in the “Edit” Screen only. The “Unsubmitted” status allows the Agency User to View and Edit, and the Agency Manager to View only. The “Submitted to A/Mgr” status allows the Agency User to View only, and the Agency Manager to View and Edit. The “Submitted to DBM” status allows the Agency User and Agency Manager to View Only, and DBM to View and Edit.</p> <p>The Agency Manager can select “Unsubmitted” from the drop-down menu to return the budget request to the Agency User.</p>
Agency	Select Agency from drop-down menu.
Sub-Agency	Select Sub-Agency from drop-down menu.
Institution	Select Institution from drop-down menu, if available.
Facility	Select Facility from drop-down menu, if available.
Legislative District	Enter the Legislative District in which the project is located from the drop-down menu.
Subdivision	Enter the subdivision in which the project is located from the drop-down menu.
Budget Code	Enter the budget code from the drop-down menu.
Governor’s Priority	Enter the Governor's priority from the drop-down box. The priorities are Education, Health and Environment, Public Safety and Safer Neighborhoods, Commerce and Other Projects. Use your judgment as to where you feel your project should be prioritized if this is a new project.
Contact Info.	Select from the drop-down menu. If the correct contact is not listed, insert the name, address, and telephone number of the person who should be contacted if there are any questions about the information provided.
Neighborhood Revitalization Project?	Click the appropriate circle. A Neighborhood Revitalization Project is a project in a neighborhood designated as a priority funding area where State and local governments want to target their efforts to encourage and support development and new growth. Examples include the Canal Place Redevelopment, Salisbury Regional Claims Center, or Preston Streetscape Improvements.
Facilities Master Plan	Click the appropriate circle.
MFR Goal	<p>Indicate what Managing For Results goals this program accomplishes. Goals and objectives can be found in the current Maryland Operating Budget volumes.</p> <p>Click “Save.” For the “Save” command to function, it is necessary that <u>at least</u> the “Title,” “Agency,” “Legislative District,” and “Subdivision” information fields be completed. If this information has been entered, the “Main Information” View Screen will appear, showing all of the information that you have just entered. To move to another menu, click on the desired menu option on the dark yellow tool bar.</p>

Cost Estimate Worksheet Main Screen

Click “CEW” on the dark yellow tool bar; CBIS will display a “CEW List” Screen.
Click “Add” and CBIS will display the screen shown above.
You may enter data directly in the fields indicated.

Project Title	The field is automatically populated with the project title entered in the “Main” Screen on the dark yellow tool bar.
CEW Title	If there is more than one CEW for this project, enter a distinctive name in this field for this particular CEW .
Prepared By:	CBIS will populate this field using the LOGIN name of the person entering the information.
DGS Cost Center	If the CEW was prepared by the DGS Cost Center, select “Yes.” If not, select “No.”
A/E on Board?	Enter “Yes” or “No.”
Agency A/E	Enter the Agency A/E name or company name here.
Project Location	Enter the subdivision where the project is located.
Institution	If applicable, the name of the institution will automatically populate this field.
Project #	If applicable, enter the project number. DGS only assigns a project number after a project has received an authorization from the General Assembly.

Cost Estimate Worksheet Main Screen (Continued)

Estimate Date	Enter the date the CEW information was entered into CBIS.
Estimate Reference Point	<p>Enter the Estimate Reference Point. It is the date on the source which was used to prepare the cost estimates. For example, if Means Construction Cost Data 2005 was used to estimate the costs of the project, the estimate reference point would be January 2005.</p> <p>Click “Continue.” CBIS will display “CEW Items 1 - 6.”</p>

Cost Estimate Worksheet

Items 1 - 6

CBIS - CEW Design - Microsoft Internet Explorer provided by Verizon Online

File Edit View Favorites Tools Help

Address: <https://cbis.dbm.state.md.us/user/CEWDesign.aspx?projectId=8744c7e4-2693-47b8-915e-9c2d3f4fc221&typed=1&pnov=&requestID=BCEWID=1>

DEPARTMENT OF BUDGET & MANAGEMENT
C.B.I.S.

You are logged in to CBIS-R1 as: Daniel Johnson

About CBIS Manage Account Logout Help

Home Main **CEW** Schedule Cost & Funds Details DBM Omls Tax Survey Operating Imp. Leg. Action

Title: New Forensic Medical Center
CEW Title: Budget

CEW - Items 1 - 6

1. Design Phase: Budget

2. Project Type: ☐ Demolition ☐ Major ☐ Minor ☒ New Construction ☐ Renovation ☐ Site ☐ Utility

3. Design Period: Duration of 23 Months Starting on 8/1/2005 until 8/1/2007

4. Estimated Bid Date: 8/1/2007

5. Construction Period: Duration of 24 Months Starting on 11/1/2007 until 11/1/2009

Project Description:
Construct a 72,530 GSF/44,667 NSF New Forensic Medical Center in Baltimore City. The Center will consist of four programmatic elements, an administrative component, which will be used for offices, classrooms, and conferences, a Main Autopsy component, which will be used for autopsies on decomposed or contaminated bodies, and a lab component, which will provide laboratory services. The Center will replace the existing Office of the Chief Medical Examiner located at 111 Penn Street in Baltimore City. This facility has various problems, including too few autopsy tables, insufficient storage space for medical records and tissue samples, inadequate refrigeration for bodies, an inadequate HVAC system, and water seepage in the basement. The new building will provide additional space to increase the number of autopsy tables and accommodate additional medical examiners. Given the current backlog on cases, the annual number of autopsies per examiner has exceeded the standard of the National Association of Medical Examiners in the last five years. This situation puts the reaccreditation of the Office of the Chief Medical Examiner at risk. The FY 2006 budget includes funds for preliminary design.

6. Estimated Midpoint: 11/1/2008

Based on the established project schedule, estimate the mid-point of the construction period. Allow time from project bid date to construction start date to account for award of the project and time before the contractor receives notice to proceed with construction. Enter the number of months from the estimate reference point to the mid-point of construction.

Continue Entire WorkSheet Back

You may enter data directly on this screen.

Item 1 Design Phase	Select the design phase of the project from the drop-down menu. Select "Budget" if this is an initial request or if an architect/engineer has not yet been hired. Select "Schematic," "Design Development," or the appropriate phase of "Construction Documents" to reflect the actual status of the project.
Item 2 Project Type	Check the appropriate box or boxes to indicate the type of project.
Item 3 Design Period	Enter the number of months to design the project and the starting date in the blocks provided in a numerical format (Month/Day/Year).
Item 4 Estimated Bid Date	Enter the estimated bid date in a numerical format (Month/Day/Year). This date should be the same as the date provided in "Schedule" on the dark yellow tool bar.
Item 5 Construction Period	Enter the number of months to construct the project and the starting date in a numerical format Month/Day/Year). This date should be the same as the date provided in the "Schedule" section.
Project Description	The field is automatically populated with the project description entered in the "Main" Screen on the dark yellow tool bar.

Cost Estimate Worksheet

Items 1 - 6 (Continued)

Item 6 Estimated MidPoint	<p>Based on the established project schedule, estimate the mid-point of the construction period. Allow time from project bid date to construction start date to account for award of the project and time before the contractor receives notice to proceed with construction.</p> <p>Click "Continue." CBIS will display Item 7.</p>
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Cost Estimate Worksheet

Item 7: Area Screen

CEW - Item 7: Area

List the gross and net square footage for each area of the building under the appropriate column.

New Area Worksheet Edit Grid

Area	GSF	NSF	Eff. Factor	% Efficiency
A1	72,530	44,567	1.53	61.4%
Totals	72,530	44,567		

Renovated Area Worksheet Edit Grid

Area	GSF	NSF	Eff. Factor	% Efficiency
Totals	0	0		

Continue Entire WorkSheet Back

Click on the “Edit Grid” button above the “New Area Worksheet” table.
A Data Input Screen will appear.

Item 7 New Area Worksheet

If this project is still in the “Budget” stage and an A/E has not yet been hired, enter the net and gross square feet for the major functional areas requiring space that are outlined in your conceptual plans. Examples of such space include office suites, kitchen, instructional areas, and research labs.

If design/planning funding has been provided for the project and an A/E has been selected, areas can be listed by floor, or another type of category determined by the A/E. Square foot totals should then be provided based on the floors or the other category chosen.

A particular type of space can be entered in the window under “Area” in the Data Input Screen. The “GSF” and “NSF” can be entered in the windows next to the entry for the type of space. Calculation of the “Efficiency Factor” and “% Efficiency” can be calculated in one of two ways.

First, click “Add Area” while still in the Data View Screen. The efficiency data will be calculated for the functional space whose GSF and NSF has just been entered. Also, fields in the Data View Screen will appear for entering another type of space.

Cost Estimate Worksheet

Item 7: Area Screen (Continued)

<p>Item 7 New Area Worksheet (Continued)</p>	<p>Second, after entering the type of functional space and its GSF/NSF, click “Save” and the efficiency data will be calculated and the Data View Screen for “CEW - Item 7: Area” will appear. You can then review the information that you have entered.</p> <p>In contrast to the above description, there is also an alternative method for entering data. If you only know the net square feet and efficiency factor for each type of space, then enter this data and click on “CALC. GSF.” CBIS will calculate the GSF. You will remain in the Data Input Screen and can continue to enter additional area data by repeating the process described at the beginning of this paragraph. After all entries have been completed, click “Save” and you will return to the Data View Screen and you should see all of the information that you have just entered. If you need to revise an entry, click “Edit Grid” and overwrite or delete the entry.</p> <p>Notes:</p> <ol style="list-style-type: none"> 1. To edit data already entered in the “New Area Worksheet,” click “Edit Grid” on the Data View Screen. Place the cursor in the data field that you want to change and either overwrite the existing entry or backspace to delete the existing entry. Then enter the new data and click “Save” to retain the changes. The Data View Screen will appear so that you can review the changes. 2. To delete data already entered in the “New Area Worksheet,” click “Edit Grid” on the Data View Screen. Click the “Delete” option and then click “Save.” If you do not click “Save,” the “Delete” command will not save the deletion. It should also be noted that the “Delete” command is only available for the last “Area” entered in the “New Area Worksheet.” 3. Efficiency factors should be consistent with instructions in the DGS Procedures Manual. However, for out year estimating, use the minimum efficiency factor in the range provided by DGS.
<p>Item 7 Renovated Area Worksheet</p>	<p>In order to enter data for “Renovated Areas” follow the same data input process as described above for “New Area Worksheet.” When you are finished, click “Save” and CBIS will display the Data View Screen. Then click “Continue,” and CBIS will display “Item 8 - Structure.”</p>

Cost Estimate Worksheet

Item 8: Structure Screen

CEW - Item 8: Structure
List the project costs in the appropriate spaces.

Structure - New [Edit Grid](#)

Area	GSF	\$/SF	Amount
A1	72530	1.00	72,530
Totals			72,530

Structure - Renovated [Edit Grid](#)

Area	GSF	\$/SF	Amount
Totals			0

C. Basic Support/Offices: 8190875
D. Basic EL-3 Lab, Labs/Autops: 7825200
E. Built-in Equipment: 1150000
F. Information Technology: 725300
G. Subtotal: 18,063,805
H. Regional Constr. Factor: 1.00
I. Subtotal w/ Regional Constr. Factor: 18,063,805
J. Escalation to Mid-Pt: 23.33, 4,214,911
K. Structure Total (Item I + Item J): 22,278,816

[Continue](#) [Entire WorkSheet](#) [Back](#)

Item 8 A Structure - New

On the above Data View Screen, click “Edit Grid” above the “Structure - New” table. CBIS will display a Data Entry Screen with all the areas listed which you included in the previous screen for “CEW - Item 7 - Area.” Enter the appropriate cost per square foot. If you do not know the appropriate cost per square foot dollar amount to enter, call the DGS Cost Center at 410-767-4397.

Click “Save.” CBIS will display the Data View Screen so that you can review the data that has just been entered.

Item 8 B Structure - Renovated

Follow the same data input process as described above for “Structure - New,” entering the cost per square foot for renovated areas.

Click “Save.” CBIS will display the Data View Screen.

Item 8 C, D, E, and F

These items provide fields for additional entries that are not included in the cost per square foot you entered in the “Structure - New” and/or “Structure - Renovated” Fields. The items generally include information technology, built-in equipment, asbestos abatement, and demolition that are part of general construction.

Cost Estimate Worksheet

Item 8: Structure Screen (Continued)

Items 8 C, D, E, and F (Continued)	Itemize and list these and similar items directly into fields 8C, 8D, 8E, and 8F. Entry of these items can be done directly on the above screen or when you have clicked “Edit Grid” and gotten a Data View Screen.
Item 8 G	This field is calculated by CBIS based on the data entered in 8A through 8 F.
Item 8 H	<p>If an A/E has not been retained, enter the regional construction factor for the jurisdiction in which the project is located. This factor accounts for variations in the wage rates established by the Department of Labor, Licensing and Regulation as applicable to the 24 subdivisions in Maryland.</p> <p>After an A/E has been retained, estimates should be based on market conditions and industry forecasts. A regional construction factor of 1.0 should then be entered.</p> <p>The regional construction factor used for budget estimates is updated yearly. It is provided as part of the Notes on the Preparation of Capital Budget Requests that are included in the material that accompanies the annual capital budget request letter from the Office of Capital Budgeting. If needed, contact the DGS Cost Center for the latest regional construction factors.</p>
Item 8 I, J, and K	CBIS calculates these fields based on information previously entered. Click “Continue” and CBIS will display “Item 9: Site.”

Cost Estimate Worksheet

Item 9: Site Screen

CEW - Item 9: Site

To determine site costs, use the worksheet below to list site items that are relevant to the project and list the estimated costs for those items.

A. 5% of Item 8G 20.00% of 18,063,905 is 3,612,781 [Edit Amount](#)

B. Site Items Worksheet [Edit Worksheet](#)

Site Items	Estimate Costs
Covered Body Transfer	500,000
Parking - 200 spaces @ \$3000/space	600,000
Remembrance Garden	25,000
Totals	1,125,000

C. Subtotal (line A + line B) 4,737,781

D. Subtotal w/ Regional Construction Factor: 1.00 x line C: 4,737,781
(as set in item 9H)

E. Site Total: (23.33% of line D) + line D: 5,843,263
(with escalation to mid-point as set in item 9J)

[Continue](#) [Entire Worksheet](#) [Back](#)

Item 9 A % of Item 8G

On the Data View Screen, a default percentage is specified to calculate the cost of **general** site conditions. If this project is in the budget stage and an A/E has not yet been hired, then use the default percentage for the cost of utilities. As indicated in the screen, this percentage is multiplied times Item 8G, the Subtotal of the "Structure" costs. If you have reason to believe the default percentage is insufficient, click "Edit Amount," insert the appropriate percentage, and click "Save." An explanation for changing the percentage should be entered in the "CEW - Notes" Screen which follows "CEW - Total" (Items 22-27).

Item 9 B Site Items Worksheet

Click "Edit Worksheet" above the "Site Items Worksheet" table. CBIS will display a Data Input Screen.

Enter any discrete site work items identified by your A/E. Such items may include: site preparation (grading, compaction), dewatering, retaining walls, shoring and underpinning, surfacing, lighting, landscaping, marine work, fencing, drainage, and building demolition.

Cost Estimate Worksheet

Item 9: Site Screen (Continued)

Item 9 B Site Items Worksheet (Continued)	<p>Information for each particular kind of site improvement can be entered in the windows under “Site Items” on the Data Input Screen. In addition enter the “Estimate Cost” data for the particular item. If you want to add another site item after making the first entry, click “Add New” to make the entry.</p> <p>Repeat this process for all other entries. After they have been entered, click “Save” and you will return to the Data View Screen and you should see this information. If you need to revise an entry, click “Edit Worksheet” and overwrite or delete the entry.</p>
Item 9 C, D, and E Subtotals and Total	<p>These are calculated fields. No entry is required.</p> <p>Note: In the screen shot, the parenthesis under items 9D and 9E erroneously refers to Items 9H and 9J in the CEW screen shot above. The correct references are 8H and 8J in the CEW.</p> <p>Click “Continue.” CBIS will display Item 10: Utilities.</p>

Cost Estimate Worksheet

Item 10: Utilities Screen

CEW - Item 10: Utilities

To determine Utility costs, use the work sheet below to list site work items that are relevant to the project and list the estimated costs of those items

A. 5% of line 8G: 5.00 % of 19,062,905 is 903,195 [Edit Amount](#)

D. Utilities Items Worksheet [Edit Worksheet](#)

Utility Items	Estimate Costs
Total	0

C. Subtotal (line A + line B) 903,195

D. Subtotal w/Regional Construction Factors (as set in Item 8H) 1.00 x line C 903,195

E. Site Total (with exception to mid-point as set in Item 8J) (23.33% of line D) + line D 1,113,940

[Continue](#) [Entire WorkSheet](#) [Back](#)

Item 10A % of Item 8G

On the Data View Screen, a default percentage is specified to calculate the cost for utilities. If this project is in the budget stage and an A/E has not yet been hired, then use the default percentage for the cost of utilities. As indicated in the screen, this percentage is multiplied times Item 8G, the Subtotal of the “Structure” costs. If you have reason to believe the default percentage is insufficient, click “Edit Amount,” insert the appropriate percentage, and click “Save.” An explanation for changing the percentage should be entered in the “CEW - Notes” Screen which follows “CEW - Total” (Items 22-27).

Item 10B Utilities Items Worksheet

If an A/E has been hired, click “Edit Worksheet” above the “Utility Items” Grid. CBIS will display a Data Input Screen.

Enter any discrete utility items identified by your A/E. Such items may include water treatment plants, wastewater treatment plants, components, septic systems, water distribution-domestic, water distribution-fire, wells, sanitary distribution, steam distribution, electric distribution, telecommunications emergency power, utility tunnel, and fuel systems.

Cost Estimate Worksheet

Item 10: Utilities Screen (Continued)

Item 10 B Utilities Items Worksheet (Continued)	<p>Information for each particular kind of utility item, can be entered in the fields under “Utility Items” on the Data Input Screen.</p> <p>In addition enter the “Estimate Cost” data for the particular item. If you want to add another utility item after making the first entry, click “Add New” to make the entry. Repeat this process for all other entries. After they have been entered, click “Save” and you will return to the Data View Screen and you should see this information. If you need to revise an entry, click “Edit Worksheet” and overwrite or delete the entry.</p>
Items 10 C, D, and E Subtotals and Total	<p>These are calculated fields. No entry is required.</p> <p>Note: In the above screen shot, the parenthesis under items 10D and 10E erroneously refers to Items 9H and 9J in the CEW screen shot above. The correct references are 8H and 8J in the CEW.</p> <p>Click “Continue.” CBIS will display Item 11.</p>

Cost Estimate Worksheet Item 11 Screen

CBIS - CEW Subtotal - Microsoft Internet Explorer provided by Verizon Online

Address: <https://cbis.dbm.state.md.us/user/CEW/SubTotal.aspx?projectId=6744c7e4-2893-47b8-915e-9c2d5f4c221&typeId=1&pnv=&requestID=&CEWID=1>

DEPARTMENT OF BUDGET & MANAGEMENT
C.B.I.S.

You are logged in to CBIS-R1 as: **Daniel Johnson**

Home Main **CEW** Schedule Cost & Funds Details DBM Omts Tax Survey Operating Imp Log. Action

About CBIS Manage Account Logout Help

Title: New Forensic Medical Center
CEW Title: Budget

CEW - Item 11

The total structure, Site and Utilities Costs that you estimated constitutes the estimated construction cost as of the mid point of the construction date

Structure Estimated Cost (Item 8 Total)	22,278,214
Site Estimated Cost (Item 9 Total)	5,843,105
Utilities Estimated Cost (Item 10 Total)	1,113,910
Subtotal	29,235,229

Continue Entire WorkSheet Back

Item 11 Subtotal

This is a Data View Screen which summarizes and provides a cost subtotal for the estimated costs for “Structure,” “Site,” and “Utilities.” There is no data entry required on this screen. If any of the costs shown for the three cost areas is incorrect, return to the prior screens and make appropriate corrections.

Click “Continue.” CBIS will display Items 12, 13, 14, and 15, which concern “Construction.”

Cost Estimate Worksheet Construction Screen

The above screen is both a Data View Screen and a Data Entry Screen. For items 12a, 12b, 12c, and 13, percentage data can be entered directly in the fields provided. If a specific dollar amount is known for any of these items, then Click “Edit” and CBIS will display a data entry screen to enter the amount. Click “Save” to return to the screen above.

Item 12a Construction Contingency	The contingency amount should be calculated at 10% of Item 11 for out year projects. However, when the project becomes a budget year request, the 10% contingency should be reduced to 5% of Item 11. This funding is considered a construction contingency for change orders during construction. As noted, you may enter either a percentage or the full amount.
Item 12b Green Building Premiums	Only fill in this block if the project is proposed as a “Green Building.” This is for the application of costs related to the construction of a building associated with green construction practice, which conform with LEED Silver rating principles outlined by the Maryland Green Building Council.

Cost Estimate Worksheet Construction Screen (Continued)

Item 12b Green Building Premiums (Continued)	You may directly enter either the percentage on the “CEW - Construction” or click “Edit” and enter the total amount of the estimated or contracted fee for green building construction. The typical estimated fee should be approximately 2.5% to 3% of the estimated construction cost.								
Item 12c CM Cost Construction Share	Enter a cost for construction management. Use \$10,000 plus .001 of Item 11 (i.e. subtotal for estimated costs of Structure, Site, and Utilities). This item should only be filled in by Higher Education agencies; other agencies should leave this item blank.								
Item 13 Inspection and Testing	<p>Enter a percentage or an amount for construction inspection and testing based upon the estimated construction cost. Shown below are rates applied against the sum of Item 11 and Item 12a.</p> <table> <tr> <td><u>Expected Construction Cost</u></td><td><u>Rate</u></td></tr> <tr> <td>0 - 4,000,000</td><td>4.6% (0.046)</td></tr> <tr> <td>4,000,000 - 9,000,000</td><td>3.2% (0.032)</td></tr> <tr> <td>9,000,000 and greater</td><td>2.2% (0.022)</td></tr> </table>	<u>Expected Construction Cost</u>	<u>Rate</u>	0 - 4,000,000	4.6% (0.046)	4,000,000 - 9,000,000	3.2% (0.032)	9,000,000 and greater	2.2% (0.022)
<u>Expected Construction Cost</u>	<u>Rate</u>								
0 - 4,000,000	4.6% (0.046)								
4,000,000 - 9,000,000	3.2% (0.032)								
9,000,000 and greater	2.2% (0.022)								
Item 14 CPM Schedule	Enter a cost for critical path scheduling. Use \$10,000 plus .001 of Item 11 or estimate an allowance. Higher Education agencies should leave this item blank.								
Item 15 Miscellaneous Construction Costs	<p>Click on the “Edit” button and a Data Entry Screen will appear.</p> <p>Enter any miscellaneous costs and include a reference. These costs should be construction related (e.g. separate related construction contracts, utility connection fees, etc.).</p> <p>Click “Add” to include additional items and their respective “Amount.” Clicking “Save” will save the added items and return you to the Data View Screen.</p> <p>Click “Continue.” CBIS will display Items 16, 17, 18a, 18b, 18c, and 18d.</p>								

Cost Estimate Worksheet Design Screen

The above table is both a Data View Table and a Data Entry Screen. For items 16, 17, 18a, 18b, and 18c percentage information can be entered directly in the fields provided. If a specific amount is known for any of these items, then Click “Edit” and CBIS will display a data entry screen on which the specific dollar amount can be entered. Click “Save” on the data entry screen to return to the screen above.

Item 16 A/E Basic Services Fee	Enter the total amount, or percentage, of all basic estimated or contracted A/E services fees, including approved change orders for the project as of the date of the estimate. The typical estimated fee should be 7% for new construction and 7.5% for renovation. Fees in excess of these percentages need to be justified. A space is provided for explanatory notes regarding this matter after “CEW - Totals” (Items 22-27).
Item 17 A/E Special Services Fee	Enter the total amount, or percentage, of all estimated or contracted fees for special design services. Examples of this include special consultants for acoustics, kitchen, telecommunications, museum exhibit design services, special surveys, etc. You may enter either the percentage or the full amount.

Cost Estimate Worksheet Design Screen (Continued)

Item 18a Green Design Fee	<p>Only fill in this block if the project is proposed as a “Green Building.” This is for the application of costs related to the design of a building associated with green construction practice, which conform with LEED Silver rating principles outlined by the Maryland Green Building Council.</p> <p>Enter the total amount, or percentage, of the estimated or contracted fee for green sustainable design practice. The estimated fee should be approximately 1% to 2% of the estimated construction cost (Item 11 above). This percentage may be increased or decreased based on specific information and/or applications identified by the cost estimator preparer.</p>
Item 18b Building Equipment, Commissioning	<p>Enter a percentage or the amount for commissioning the building. This applies only to buildings with complex mechanical and electrical systems that require specific adjustments, testing, and the training of personnel to operate. The amount should be computed as 1.5% of the cost of the Structure (Item 8J).</p>
Item 18c CM Pre-construction Fees	<p>Enter a percentage or the amount for construction management. The amount should be computed based on the sum of 0.5% of the estimated construction cost (Item 11) and the construction contingency (Item 12a). As in Item 12c, this item only applies to Higher Education agencies.</p>
Item 18d Miscellaneous Design Costs	<p>Click on the “Edit” button and a Data Entry Screen will appear.</p> <p>Enter any miscellaneous costs for design and include a reference. These costs should be design related, (e.g. value engineering, boundary and archaeological surveys, borings, test pits, etc). Click “Add” to enter additional items.</p> <p>Clicking “Save” will save the added items and return you to the Data View Screen.</p> <p>Click “Continue.” CBIS will display Items 19 and 20.</p>

Cost Estimate Worksheet Equipment and Acquisition Screen

This is a Data Entry Screen in which costs can be directly entered.

Item 19 A Movable Capital Equipment	Enter the estimated cost of movable equipment requested for this project less the information technology equipment required.
Item 19 B Information Technology Capital Equipment	<p>Enter the estimated cost of the information technology capital equipment (e.g. voice, video, data, and wireless) requested for this project. Items typically included here are equipment that has a very substantial cost associated with them, such as an electronic private branch exchange (PBX) that serves a major building or buildings in a facility on a campus, or hub servers that support a complex network of data links.</p> <p>If the IT work is anticipated to be handled by a separate vendor contract, then it should also include fiber optic or copper vertical riser distribution cables, cable termination equipment and related wiring in wiring closets or each floor, and wire connecting the wire closet terminations to the wall jacks or other outlets to which telephone stations and computers will be connected that are not installed as part of the general contract. Do not include items ineligible for capital funding.</p>

Cost Estimate Worksheet
Equipment and Acquisition Screen (Continued)

Item 20 Acquisition	If applicable, enter the total cost of any acquisitions, including land and property.
Item 21 Not Shown	<p>This is a calculated field for Total Project Costs. While it does not appear on the CBIS screen; it will appear on the CEW Report. No entry is required.</p> <p>Click “Continue.” CBIS will display Items 22, 23, 24, 25, 26, and 27.</p>

Cost Estimate Worksheet

Total Screen

CBIS - CEW Total - Microsoft Internet Explorer provided by Verizon Online

File Edit View Favorites Tools Help

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Address: https://cbis.dbm.state.md.us/user/CEWTotal.aspx?projectId=3744c7e4-2893-47b8-915e-9c2d5f4fc221&typed=1&ppnew=&requestID=8CEWID=1

DEPARTMENT OF BUDGET & MANAGEMENT
C.B.I.S.

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Home Main **CEW** Schedule Cost & Funds Details DBM Omts Tax Survey Operating Imp Leg. Action

Title: New Forensic Medical Center
CEW Title: Budget

CEW - Total

Item 22
Total Construction Costs and related Costs: 31,412,185

Item 23
Prior Construction Funds: 0

Item 24
New Construction Funds Required: (Difference between 22 and 23) 31,412,185

Item 25
Total Design Fees and Related Costs: 3,254,948

Item 26
Prior Design Funds: 0

Item 27
New Design Funds Required: (Difference between 25 and 26) 3,254,948

Construction Cost of the structure per square feet at the mid-point of construction of the project: (Item 6 total divided by total GSF in Item 7) 307.00

Construction Cost of the Structure/Site/Utilities per square feet of the project: (Item 11 divided by Total GSF in Item 7) 403.00

Total project Cost per square feet of the project: (Item 22 divided by Total GSF in Item 7) 495.00

Continue Entire WorkSheet Back

This is a Data Entry Screen in which costs can be directly entered.

Item 22 Total Construction and Related Costs	This field is populated by CBIS based on information previously entered.
Item 23 Prior Construction Funds	Enter the total of all prior construction funds authorized for this project.
Item 24 New Construction Funds Required	This field is populated by CBIS based on information previously entered.
Item 25 Total Design Fees and Related Costs	This field is populated by CBIS based on information previously entered.
Item 26 Prior Design Funds	Enter the total of all prior design funds authorized for this project.
Item 27 New Design Funds Required	<p>This field is populated by CBIS based on information previously entered.</p> <p>Click "Continue." CBIS will display a page for any notes that might explain items not accounted for on the previous pages.</p>

Cost Estimate Worksheet Notes Screen

Notes

This is a Data Entry Screen in which information can be directly entered.

Use this space to explain any costs that are unusually large or fall outside of the fixed percentages normally used to calculate building costs.

Click “Continue.” CBIS will display a “CEW - Fund Sources” screen.

Cost Estimate Worksheet Fund Sources Screen

CBIS - CEW Design - Microsoft Internet Explorer provided by Verizon Online

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Address <https://cbis.dbm.state.md.us/user/CEWFundSource.aspx?projectId=8744c7e4-2893-47b8-915e-9c2d5f4fc221&typeid=1&ppnav=&requestID=&CEWID=1> Go Links »

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Home Main **CEW** Schedule Cost & Funds Details DBM Cmts. Tax Survey Operating Imp. Leg. Action

Title: New Forensic Medical Center
CEW Title: Main Estimate

CEW - Fund Sources Add New

Fund Source	Amount	
GO Bonds	1,526,000	Edit Delete

[Continue](#)
[Entire WorkSheet](#)
[Back](#)

Done Internet

Fund Sources

Click “Add New” on the Data View Screen.

For all prior authorizations for this project, the “Fund Source” and “Amount” must be entered. After entering the information for a particular fund source, click “Update” on the Data Entry Screen. The Data View Screen will appear and you should see the information that has just been entered. To enter additional fund source data, repeat the clicking “Add New”/ “Update” process. Ideally, you should enter the item number and budget year for these prior authorized funds; for example, Item 25 of MCCBL 2005. In the above example, the item number was unknown at the time these instructions were prepared.

Click “Continue” and you will be able to view the entire Cost Estimate Worksheet as a “CEW - Summary.” After reviewing the summary, changes can be made by clicking “Edit This Section” containing the item of concern.

State-Owned Project Schedule Screen

Click on “Schedule” on the dark yellow menu.
The “Schedule” information may be directly entered on this screen.

A/E Selection Award on	Enter the actual or anticipated date of A/E award in numerical format (Month/Day/Year).
Construction Bid Award on	Enter the actual or anticipated date of construction bid award in numerical format (Month/Day/Year).
Design Period (Months)	Enter the duration of design in months.
Design Period (Starting On)	Enter the actual or anticipated date design begins (Month/Day/Year). CBIS will calculate the design completion date after you click “Save.”
Construction Period (Months)	Enter the duration of construction in months.
Construction Period (Starting On)	Enter the actual or anticipated date construction begins (Month/Day/Year). CBIS will calculate the construction completion date after you click “Save.”

State-Owned Project Schedule Screen (Continued)

Program Approval Part 1	Enter the date of Part I program approval (Month/Day/Year). If the program has not been approved, leave this item blank.
Program Approval Part 2	<p>Enter the date of Part II program approval (Month/Day/Year). If the program has not been approved, leave this item blank.</p> <p>Click “Save.” A “Cost & Funds - Request” Data View Screen will appear. In order to view the information you just entered in “Schedule,” click “Schedule” on the dark yellow tool bar. Verify that the correct completion date for design and construction is shown. If it is necessary to edit any information click on the appropriate field, make your changes, and click “Save.”</p>

State-Owned Project Cost & Funds - Last Year's CIP Screen

CBIS - Project Funds - Microsoft Internet Explorer

Address: https://cbis.dbm.state.md.us/User/ProjectFunds.aspx?projectId=9744c7e4-2893-47b6-915e-9c2d5f4fc221&Requested=no&year=2005

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Home Main CEW Schedule Cost & Funds Details DBM Cmts Tax Survey Operating Imp Leg. Action

Last Year's CIP Request Req. CIP Diff Req. Comments Recommendation Rec. CIP Diff

Title: New Forensic Medical Center

Cost & Funds - Last Year

Last Year's Recommended Phase Breakdown by Cost Edit Grid

Fund Type	Prior	FY2005	FY2006	FY2007	FY2008	FY2009	FY2010+	Total
Acquisition	0	0	0	0	0	0	0	0
Planning	0	0	0	0	0	0	0	0
Construction	0	0	0	0	0	0	0	0
Equipment	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0

Last Year's Recommended Funds By Source Edit Grid

Fund Source	Prior	Phase	2005	Phase	2006	Phase	2007	Phase	2008	Phase	2009	Phase	2010+	Phase	Total
GO	0		0		0		0		0		0		0		0
GF	0		0		0		0		0		0		0		0
SF	0		0		0		0		0		0		0		0
FF	0		0		0		0		0		0		0		0
RB	0		0		0		0		0		0		0		0
NB	0		0		0		0		0		0		0		0
Total	0		0		0		0		0		0		0		0

Click on "Cost & Funds" on the dark yellow tool bar.
This will take you to the "Request" screen on the light yellow tool bar.
Click "Last Year's CIP" on the light yellow tool bar.

Last Year's Recommended Phase Breakdown by Cost

Click "Edit Grid" for "Last Year's Recommended Phase Breakdown by Cost." A Data Input Screen will appear with fields to enter the required phase data.

If this project previously received funding, CBIS should have rolled this information over from last year. In the event this screen is blank, or this is a new project, then in the "Prior" column, enter any prior funding that may have been allocated for this project by type of activity (e.g. acquisition). In the fiscal year columns enter the amount of funds indicated in the current Capital Improvement Program for each respective year. All dollar amounts should be rounded to the nearest \$1,000.

Click "Save." The Data View Screen for "Last Year's Recommended Phase Breakdown by Cost" will appear with the data you have just entered. The column and row totals will be calculated by CBIS. Repeat this process to make any changes.

State-Owned Project

Cost & Funds - Last Year's CIP Screen (Continued)

Last year's Recommended Funds by Source	<p>Click "Edit Grid" for "Last Year's Recommended Funds By Source." A data input screen will appear with fields to enter the required source data.</p> <p>If this project previously received funding, CBIS should have rolled this information over from last year. In the event this screen is blank, then enter the type of State funds previously allocated for this project in the prior column. In the fiscal year columns enter the type of funds indicated in the current Capital Improvement Program for each respective year. All dollar amounts should be rounded to the nearest \$1,000. In addition, in both the prior and fiscal year columns indicate with capital letters the phase of activity each year's funds will assist. Use A,P,C,E, for Acquisition, Planning, Construction, and Equipment, respectively.</p> <p>Click "Save." The Data View Screen for "Last Year's Recommended Funds By Source" will appear with the data you have just entered. The column and row totals will be calculated by CBIS. The "Total" for each of the fiscal year columns in the "Recommended Phase Breakdown by Cost" table should be equal to each of the fiscal year columns in the "Recommended Funds by Source" table. If not, click on "Edit Grid" and make the appropriate changes.</p>
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State-Owned Project Cost & Funds - Request Screen

Requested Phase Breakdown by Cost

Fund Type	Prior	FY2006	FY2007	FY2008	FY2009	FY2010	FY2011+	Total
Acquisition	0	0	0	0	0	0	0	0
Planning	0	1,526,000	1,900,000	0	0	0	0	3,426,000
Construction	0	0	0	31,400,000	0	0	0	31,400,000
Equipment	0	0	0	0	1,300,000	0	0	1,300,000
Other	0	0	0	0	0	0	0	0
Total	0	1,526,000	1,900,000	31,400,000	1,300,000	0	0	36,126,000

Requested Funds By Source

Fund Source	Prior	Phase 2006	Phase 2007	Phase 2008	Phase 2009	Phase 2010	Phase 2011+	Phase	Total
GO	0	1,526,000	P 1,900,000	P 31,400,000	C 1,300,000	E 0	0	0	36,126,000
GF	0	0	0	0	0	0	0	0	0
SF	0	0	0	0	0	0	0	0	0
FF	0	0	0	0	0	0	0	0	0
RB	0	0	0	0	0	0	0	0	0
NB	0	0	0	0	0	0	0	0	0
Total	0	1,526,000	1,900,000	31,400,000	1,300,000	0	0	0	36,126,000

Click on "Cost & Funds" on the dark yellow tool bar. The "Request" screen shown above will be displayed and "Request" on the light yellow tool bar will be highlighted.

Requested Phase Breakdown by Cost

Click "Edit Grid" for "Requested Phase Breakdown by Cost." A Data Input Screen will appear with fields to enter the required phase data.

In the prior column enter any prior funding that may have been allocated for this project by type of activity. In the fiscal year columns enter the amount of funds being requested for the project in each respective year. All dollar amounts should be rounded to the nearest \$1,000.

Click "Save." The Data View Screen for "Requested Phase Breakdown by Cost" will appear with the data you have just entered appearing on this screen. The column and row totals will be calculated by CBIS.

Requested Funds by Source

Click "Edit Grid" for "Requested Funds By Source." A Data Input Screen will appear with fields to enter your current request.

State-Owned Project Cost & Funds - Request Screen (Continued)

<p>Requested Funds by Source (Continued)</p>	<p>In the prior column enter the type of State funds previously allocated for this project. In the fiscal year columns, enter the type of funds being requested in each respective year. All dollar amounts should be rounded to the nearest \$1,000. In addition, in both the prior and future fiscal year columns indicate with capital letters the phase of activity each year's funds will assist. Use A,P,C,E, for Acquisition, Planning, Construction, and Equipment, respectively.</p> <p>Click "Save." The Data View Screen for "Requested Funds By Source" will appear with the data you have just entered appearing on this screen. The "Total" for each of the fiscal year columns in the "Recommended Phase Breakdown by Cost" table should be equal to each of the fiscal year columns in the "Recommended Funds by Source" table. The column and row totals will be calculated by CBIS. If not, click on "Edit Grid" and make the appropriate changes.</p>
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State-Owned Project Cost & Funds - Requested CIP Difference Screen

Verify that “Cost & Funds” on the dark yellow tool bar is highlighted.

Click on “Req CIP Diff” on the light yellow tool bar.

Data and information can be entered directly into this text box.

Requested CIP Difference

Text in this box should compare the funding planned in the CIP with the funding actually being requested. Begin by stating, “FY 200_ Planned:” After the colon, state the amount of funds, the phase code indicating how the funds will be used, and then the type of funds (e.g. GO, GF) that were planned in the CIP for the fiscal year under consideration. If the planned CIP contains more than one kind of funding, funding amount, or phase codes, state this material separating each of the different funding groupings by semicolons.

After entering the planned CIP information, provide a sentence that indicates whether the requested amount of funding is consistent with or different from the planned CIP funding. Explanations for your request should be entered as follows.

1. If the amount requested is within 5% of the amount planned, state “The amount requested is generally consistent with the amount planned in the CIP.”
2. If the amount requested is more than 5% greater or less than the amount planned, state “The amount requested is more than 5% greater or less than the amount planned in the CIP.” Then state the reason for the difference.

State-Owned Project

Cost & Funds - Requested CIP Difference Screen (Continued)

Requested CIP Difference (Continued)	<p>3. If the project was not planned for funding in the upcoming fiscal year, state “Not in CIP.” A sentence should then be added that explains the amount requested and why the project was added to the upcoming fiscal year.</p> <p>4. If the project had planned funding for an out year, but was “brought forward” to the fiscal year under consideration, state “FY 20XX Planned: \$0. Funding planned in FY 20YY through FY 20ZZ.” If funding extended beyond the CIP, add “...and beyond.” A sentence should then be added to explain the amount requested for the upcoming year and why the funding has been “brought forward.”</p> <p>Click on “Save.” CBIS will display the Cost & Funds “Request” Screen. Return to the “Req CIP Diff” screen by clicking on this submenu on the light yellow tool bar. Repeat the process if any editing is necessary.</p>
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State-Owned Project

Cost & Funds - Supporting Comments for the Request Screen

Verify that “Cost & Funds” on the dark yellow tool bar is highlighted.

Click on “Req. Comments” on the light yellow tool bar.

Data and information can be entered directly in this text box.

Supporting Comments for the Request

Summarize the information that was provided in the Part I Program justification. This should include a description and justification of the project in sufficient detail to indicate clearly the nature of the work to be funded. Expand on the general rationale for the project included in the project description. Include the size of the facility in GSF and NSF, what the project is, location, and any secondary components of the project, if applicable. Address facility problems, causes of the problems, and consequences to the delivery of services. Be sure to provide quantitative data, where appropriate, to support the project justification. Also, indicate if there are any secondary objectives, or if the scope of the problem goes beyond what has been indicated above. Indicate if there are any issues that will be dealt with, such as historic preservation or project phasing.

In developing the supporting comments, three issues should be addressed. They are: 1) descriptions of the facility problem(s), 2) consequences of the facility problem(s) on service delivery, and 3) outcomes.

Facility Problem(s). There are generally three types of facility problems that could characterize a project: insufficient space, functional inadequacy of existing space, and obsolescence or deficiencies in existing space. One or more of the facility problems could be involved in a project.

State-Owned Project

Cost & Funds - Supporting Comments for the Request Screen (Continued)

Supporting Comments for the Request (Continued)	<p>“Insufficient space” means that more space is needed for a function than is currently available. This may occur because standards require more space or an increase in users has resulted in overcrowding in the existing space. For example, an increase of patients at a health facility may result in the need for more clinical space. The “functional inadequacy of space” means that the physical characteristics of the existing space must be changed so that it can be more effectively utilized for the designated purpose. For example, using space for clinical examinations that was previously used for radiological services would have to be changed for the more effective delivery of the clinical services. “Obsolescent/deficient space” means that the space is out-dated or is defective in some way. Examples include leaking roofs, buildings not in compliance with codes, and HVAC systems with inadequate capacity.</p> <p>Consequences on Operations/Service Delivery. After describing the facility problem(s), state its consequences on the operations within the building and the delivery of services from the building. For example, did the lack of sufficient space cause the school to turn away students, the hospital to go to “flyby” status, the prison to use dayroom space for inmate housing, or the research lab to decline a grant to conduct research studies on a new cure for some disease. It is necessary to develop the analysis of these impacts. Even if the students could be accommodated, the patients treated, the prisoners housed, or the research grant accepted, it is necessary to discuss <u>how</u> adapting the existing facility to these various actions can interfere, or be expected to interfere, with the effective delivery of services. For example, accepting more students, without increasing available space, might create overcrowded classes, while use of dayroom space for inmate housing might necessitate the need for more guards for security.</p> <p>Outcomes. It is also important to discuss the “outcome” that is expected to occur as a result of an effectively delivered service. An “outcome” means the desired improvement in the condition or situation of the customers that arises from use of a State Agency’s services. For example, increased space for prison housing might reduce the number of inmates harmed as a result of unsafe housing conditions.</p> <p>Presentation of the above material should emphasize the use of quantitative data. For example, if insufficient space is the facility problem, then quantify the shortfall, being sure to cite the space standards used to arrive at the determination. Service/operations problems should also be measured using data. Referring to the above examples, measure the number of prisoners in dayroom space, the number of students turned away, and the number of grants declined. Measurement of outcomes is particularly important because it indicates the degree to which the project’s services are meeting the customer’s needs. In the above prison example, data could be provided indicating the number of “safety incidents.”</p> <p>Finally, be sure that all numbers in the write-up (NSF, GSF, etc.) agree with supporting documents such as the CEW or other sections of the CBIS worksheet.</p> <p>A note of caution. The use of a text file is the preferred method to “cut and paste” in this text box. If you attempt to “cut and paste” from Word, the formatting functions may be lost.</p> <p>Click “Save.” The “Cost & Funds - Request” View Screen will appear. If you want to view the material that you just entered, click “Req. Comments” on the light yellow tool bar.</p>
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State-Owned Project Detail for Project Screen

Verify that “Details” is highlighted on the dark yellow tool bar.
Click on “Request” on the light yellow tool bar.

Add New Area

In order to enter project detail data, click “Add New Area.” A “Detail for Project” Data Input Screen will appear with fields for entering the name of a building area and its size in Net Square Feet.

Enter the name of a major area and its NSF in the two blank fields that appear and click on “Update.” Higher education agencies may use HEGIS codes and NSF. After clicking “Update,” the “Detail for Project” screen will reappear. Repeat this process for each major area category. Then, enter the category “Other” and insert the appropriate amount of NSF needed to make the net square feet from the individual space area entries equal to the actual proposed total net square feet for the **whole project**. CBIS will calculate and populate the Net Sq. Ft. cell on the “Detail for Project” screen.

If you wish to edit the entry, click on “Edit” in the appropriate row, make the desired changes, and save the changes. If you wish to delete the entire entry, click on the “Delete” button.

Net Sq. Ft.

CBIS will automatically total the net square feet as you make entries in the “Add New Area” section above.

State-Owned Project Detail for Project Screen (Continued)

Gross Sq. Ft.	Enter the gross square feet for the <u>total</u> project.
Capacity	Enter the number of people that will be accommodated as a result of the project. If this measure is not appropriate to your project, leave this item blank.
Unit Cost	Divide the construction cost of the project by the number of items that the additional capacity accommodates. For example, the cost of a theater divided by the number of seats, or the cost of a hospital by the number of beds, or the cost of a jail by the number of cells. If this measure is not appropriate to your project, leave this item blank.
Structural Cost/GSF	The structural cost per square foot should be determined by dividing the construction cost by the total gross square feet. Do not include any costs of acquisition, planning, or equipment.
Total Contract Cost/GSF	<p>The total contract cost per square foot should be determined by dividing the cost of acquisition, planning, construction, and equipment by the total gross square feet.</p> <p>Click the “Save” button. The “Tax Exempt Survey” Screen will appear. In order to view the information you just entered, click “Details” on the dark yellow tool bar. CBIS will return you to this screen and calculate the Percent Efficiency by dividing the information entered for net square feet by the information entered for gross square feet.</p>

State-Owned Project Tax-Exempt Survey Screen

If CBIS did not direct you to this screen, click on “Tax Survey” on the dark yellow tool bar.

Higher Education Facility?	Click “Yes” or “No.” The screen shots on pages 59 through 66 will apply if you answer “No.” Similar screen shots, not presented in this manual, will apply if you answer “Yes.”
Contact Info	If not available from the drop down menu, enter the name and telephone number of the person completing this form.
Date Completed	Enter the date this form is completed in a numerical format (Month/Day/Year). Review your entries and click “Continue.” “Question 2 of 9” will appear.

State-Owned Project Tax-Exempt Survey - Non-Higher Education Screen

Will any part of the project be funded with General Obligation Bonds?

Click “Yes” or “No.”

Click “Continue.” This will save your answer and take you to “Question 3 of 9.”

Note about the Tax Survey Section: If you wish to see all of the questions and your answers to the questions at any time, click the “View all questions for the Tax Exempt Survey” button located to the right of the screen. This will allow you to view all of the questions. If this option is selected, you can re-enter the survey by double clicking on the question.

State-Owned Project Tax-Exempt Survey - Non-Higher Education Screen

Will the project, or any portion of it, be owned by a person or entity other than the State or its political subdivisions?

Click “Yes” or “No.” If the answer is “Yes,” provide the percentage of ownership in the space provided.

Click “Continue.” This will save your answer and take you to “Question 4 of 9.”

State-Owned Project Tax-Exempt Survey - Non-Higher Education Screen

Will the project, or any portion of it, be leased to a person or entity other than the State or its political subdivisions?

Click “Yes” or “No.” If the answer is “Yes,” provide the percentage leased and terms of the lease in the spaces provided.

Click “Continue.” This will save your answer and take you to “Question 5 of 9.”

State-Owned Project Tax-Exempt Survey - Non-Higher Education Screen

CBIS - Project Tax Question - Microsoft Internet Explorer

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Address <https://cbis.dbm.state.md.us/user/ProjectTaxQuestion.aspx?projectId=8744c7e4-2890-47b0-915e-9c2d5f4fc221&questionType=8&questionNumber=5> Go Links

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Title: New Forensic Medical Center

Question 5 of 9

Will the rents exceed the operating and maintenance costs?

☐ Yes ☒ No

Continue **Back**

View all questions for the Tax Exempt Survey

Will the rents exceed the operating and maintenance costs?

Click “Yes” or “No.”

Click “Continue.” This will save your answer and take you to “Question 6 of 9.”

State-Owned Project Tax-Exempt Survey - Non-Higher Education Screen

Will the State gain any other financial interest in any leases?

Click “Yes” or “No.” An example of other financial interest would be if space is being leased to a commercial establishment and payment includes a percentage of sales.

Click “Continue.” This will save your answer and take you to “Question 7 of 9.”

State-Owned Project Tax-Exempt Survey - Non-Higher Education Screen

CBIS - Project Tax Question - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: <https://cbis.dbm.state.md.us/user/ProjectTaxQuestion.aspx?projectId=8744c7e4-2898-47b8-915e-9c2d5f4fc221&questiontype=8&questionnumber=7>

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Title: New Forensic Medical Center

Question 7 of 9

Will the project, or any portion of it be managed or operated by a person or entity other than the State or its political subdivisions?

☐ Yes ☒ No

If "Yes", what percentage will be managed or operated?

Continue **Back**

View all questions for the Tax Exempt Survey

Will the project, or any portion of it, be managed or operated by a person or entity other than the State or its political subdivisions?

Click "Yes" or "No." If the answer is "Yes," enter the percentage operated or managed in the space provided.

Click "Continue." This will save your answer and take you to "Question 8 of 9."

State-Owned Project Tax-Exempt Survey - Non-Higher Education Screen

Other than by lease or management contract, will any person or entity other than the State or its political subdivisions use any portion of the project that is not a general public use?

Click “Yes” or “No.” If the answer is “Yes,” describe the percentage of the project used and the nature of the use in the spaces provided.

Click “Continue.” This will save your answer and take you to “Question 9 of 9.”

State-Owned Project Tax-Exempt Survey - Non-Higher Education Screen

Title: New Forensic Medical Center

Question 9 of 9

Will the use, ownership, or management of any portion of the project change within fifteen years after the project is placed in service?

☐ Yes ☒ No

If "Yes", describe the nature of the projected change.

[View all questions for the Tax Exempt Survey](#)

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Will the use, ownership, or management of any portion of the project change within fifteen years after the project is placed in service?

Click "Yes" or "No." If the answer is "Yes," describe the nature of the projected change.

This is the last question in the Tax Exempt Survey. When you click "Continue," CBIS will display all of the questions and your responses to the survey. If you need to make any changes, click on "Tax Survey" on the dark yellow tool bar and click through the questions and make changes as appropriate.

State-Owned Project Operating Impact - Main Screen

Click on “Operating Imp.” on the dark yellow tool bar. This is the initial screen for operating budget impact. On the light yellow tool bar the word “Main” will be highlighted.

Occupancy Date	Enter the anticipated date of occupancy for the project in numerical format (Month/Day/Year).
GSF Total	Enter the total GSF of the facility.
GSF Replaced	Enter the total GSF replaced by the facility. If zero, enter “0.”
GSF Added	Enter the additional GSF resulting from the facility. If zero, enter “0.”

Click “Save.” CBIS will display “Net Effect on Operating Budget - Expenditures.”

State-Owned Project Operating Impact - Expenditures Screen

Net Effect on Operating Budget - Expenditures

Type	2006	2007	2008	2009	2010	Justification
# FTE Positions	0.00	0.00	0.00	0.00	7.00	
# FTE Contractual	0.00	0.00	0.00	0.00	0.00	
Salaries & Wages	0	0	0	0	263,000	
Technical and Specialty Fees	0	0	0	0	0	
Communications	0	0	0	0	0	
Travel	0	0	0	0	0	
Fuel & Utilities	0	0	0	0	0	
Motor Vehicle Operations	0	0	0	0	19,000	Fuel, sewer, water, electric (based on \$3.00/gsf less current costs)
Contractual Services	0	0	0	0	115,000	Moving costs, janitorial services, security
Supplies & Materials	0	0	0	0	0	
Equipment (Repl.)	0	0	0	0	0	
Equipment (Additional)	0	0	0	0	405,000	Non-capital medical equipment and equipment for 7 more positions
Gmts, Subs. & Cont.	0	0	0	0	0	
Fixed Charges	0	0	0	0	0	
Land & Structures	0	0	0	0	0	
Total	0	0	0	0	802,000	

Click "Edit Grid" on the Data View Screen.

CBIS will display a Data Input Screen with fields to enter the requested information.

FTE Positions & #FTE Contractual Positions

Enter the **net** change in anticipated permanent/contractual positions. It is calculated by subtracting the number of FTE permanent/contractual positions in the current facility from the expected number of positions in the new facility. Numbers should be prorated for partial years. The data should be projected over the fiscal years shown. Enter comments as appropriate in the "Justification" column explaining how your projections were derived.

Salaries & Wages and All Items Below Salaries and Wages

Enter the **net** change in anticipated expenditures. Use current dollars beginning with the fiscal year the facility is expected to open, prorating the numbers for partial years. The data should be projected over the fiscal years shown without an inflation allowance. Enter comments as appropriate in the "Justification" column explaining how your projections were derived.

Click "Save." CBIS will display the Data View Screen for "Net Effect on Operating Budget - Expenditures." CBIS will total each fiscal year column based on information entered.

State-Owned Project Operating Impact - Revenue and Comments Screen

CBIS - Net Effect on Operating Expenses - Revenues - Microsoft Internet Explorer

Address: https://cbis.dbm.state.md.us/User/ProjectNetEffectRevenues.aspx?projectId=6744c7e4-2093-47b8-915e-9c2d5f4fc221&Requested=True

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Main Cpenditures Revenues and Comments

Title: New Forensic Medical Center

Net Effect on Operating Budget - Revenues & Comments

Revenues Edit Grid / Comments

Fund Type	2006	2007	2008	2009	2010	Justification
GO	0	0	0	0	802,000	
GF	0	0	0	0	0	
SF	0	0	0	0	0	
FF	0	0	0	0	0	
RB	0	0	0	0	0	
NB	0	0	0	0	0	
Total	0	0	0	0	802,000	

Comments

FY 2010 figures reflect 3/4 of the fiscal year.

Click "Revenues and Comments" on the light yellow tool bar.

Revenues

Click "Edit Grid/Comments" on the Data View Screen. CBIS will display a Data Input Screen. In the appropriate fields enter the requested information. Total revenues should equal the total expenditures as determined in the previous screen.

Comments

This space is provided for additional information explaining the data provided above.

Click "Save." CBIS will display the Data View Screen for "Net Effect on Operating Budget - Revenues and Comments." If changes are required, click "Operating Imp." on the dark yellow tool bar. Select "Original Requested Net Effect" and make the changes as appropriate.

When the "Main," "CEW," "Schedule," "Cost & Funds," "Details," "Tax Survey," and "Operating Imp." Screens are complete, print and review your entries. When you are satisfied with the completed forms, "Submit" them electronically to DBM. Refer to the Preface at the beginning of this section for instructions on how to submit these forms.